

Memorandum of Agreement
Between
AFGE Local 2923 and NIEHS
Employee Survey – “Pulse Survey”

- 1) The Union shall be provided documents, reports, analysis, interpretation, plans, and/or results received by NIEHS management regarding the employee or “Pulse” survey. Such information shall be provided to the Union as soon as it is available.
- 2) Employee participation in the survey shall be completely voluntary, anonymous, and confidential.
- 3) Any problems with the survey or complaints from BUE's shall be submitted to the Union as soon as practicable.
- 4) Participation or non-participation in the survey shall not bear any relationship to an employee's work or performance.
- 5) All submitted surveys shall be counted.
- 6) If any identifying information is provided it shall be sanitized or purged by the Contractor prior to submission to NIEHS management. The Contractor shall not divulge any personal or identifying information to NIEHS management found within any survey. The Contractor may summarize such information in a neutral and unbiased fashion. Such summations will be noted.
- 7) Employees shall be given a minimum of 2 hours of uninterrupted time during duty time to complete the survey. If more time is needed, additional time shall be granted. If less time is needed, the employee will resume their normal work duties. The survey shall be available to employees for approximately 10 business days. The survey shall specify the estimated amount of time that it takes to complete the survey.
- 8) If any employee wishes to complete the survey via hard copy a paper copy shall be furnished to them along with the Contractor's address. Employees will be permitted to send the survey to the contractor using a government paid envelope.
- 9) Any communications to employees that reference the Union in any way shall first be given to the Union for review and approval. Such review will be a minimum of 5 business days. The Agency agrees not to print any language regarding the Union that the Union disagrees with.
- 10) With regard to any accessories, awards, products, giveaways, etc and in compliance with applicable regulations: Whenever the Agency has a choice, they will pick those companies, organizations, groups, or suppliers that use or produce products made in the USA by unionized companies. See for example: <http://www.unionlabel.org/index.cfm>
- 11) The survey shall include 5 questions from the Union – see addendum.

- 12) The Union shall be permitted to have a minimum of 2 representatives on any group or committee with regard to the survey and post-survey activities that involve bargaining unit employees.
- 13) Data will not be published for any work group that has less than 5 respondents.
- 14) All employees shall be given access to the survey results. The results shall be posted on "The Junction." Management shall notify employees of when the results are posted. A pdf download of the results will be available.
- 15) Employees shall be given an opportunity to have input into action planning based on the survey results.
- 16) The Union does not waive its right regarding any future activities, implementation plans/actions, or changes that may be related to the survey.

Nothing in this document changes or waives either party's rights.

For the Agency:

/s/ Noreen Gordon
Labor and Employee Relations Specialist

27 October 2010

For the Union:

/s/ Bill Jirles
President, AFGE Local 2923

10-27-10

Addendum – Questions to be included on survey

1) Do you believe that office or work space is given to employees in a fair and impartial manner?

- A. Strongly Agree
- B. Agree
- C. Neutral
- D. Disagree
- E. Strongly Disagree

2) Please rate your office or work space.

- A. Very satisfied
- B. Satisfied
- C. Neither satisfied nor dissatisfied
- D. Dissatisfied
- E. Very dissatisfied

3) Do you believe that opportunities for telework are given in a fair and impartial manner?

- A. Strongly Agree
- B. Agree
- C. Neutral
- D. Disagree
- E. Strongly Disagree

4) I trust management to handle complaints and allegations regarding discrimination, harassment, reprisal, etc in a prompt and fair manner.

- A. Strongly Agree

- B. Agree
- C. Neutral
- D. Disagree
- E. Strongly Disagree

5) Employees are free to speak their minds about what they believe without fear of reprisal.

- A. Strongly Agree
- B. Agree
- C. Neutral
- D. Disagree
- E. Strongly Disagree